FIG. 1

Code requirements for DC265T East Side - Floor 20

Required Codes

	User ID	Account No.	Client	Matter #1	Matter #2
Copy	⦿	○	○	○	○
Print	○	⦿	○	○	○
Scan-to-File	○	○	○	○	○
Fax Send	○	○	○	○	○
Fax Receive	○	○	○	○	○
Color Print/Copy	⦿	⦿	○	⦿	○
Jobs over [15] Pages	○	○	○	○	○
Finishing	⦿	⦿	⦿	⦿	○

	Do Anyway	Default	Delete	Hold
If Code Invalid				
Copy	○	○	⦿	○
Print	⦿	○	○	○
	○	○	○	○
	○	○	○	○
	○	○	○	○
	○	○	○	○
	○	○	○	⦿
	○	○	○	○
After Hours	○	○	○	⦿

OK   Cancel

FIG. 2

FIG. 3

User Log-in

You have requested a print job of 24 pages.
The following codes are required to be entered:

Your User ID: _____ (abcdef)
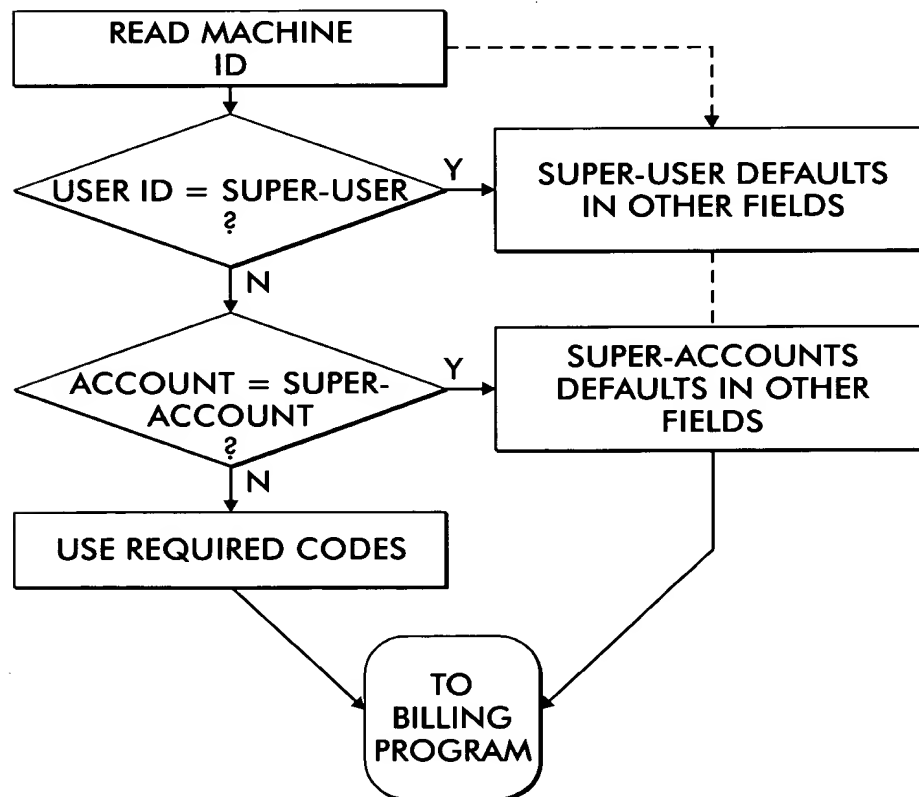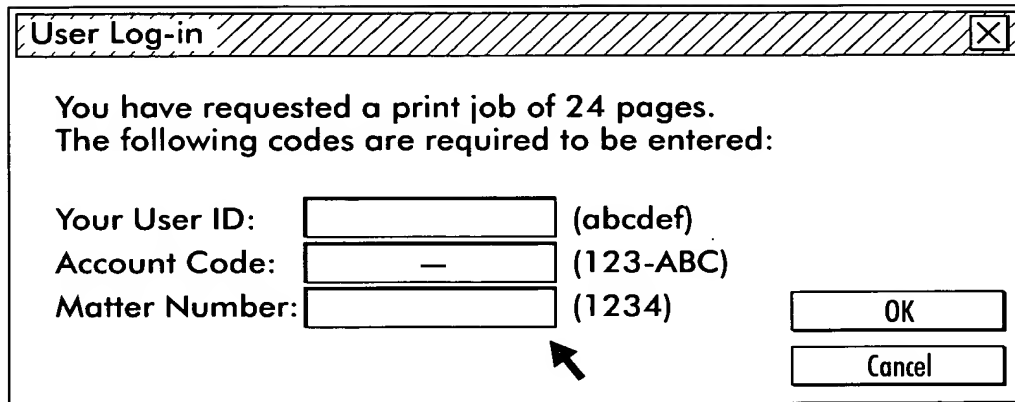Account Code: [_____—_____] (123-ABC)
Matter Number: _____ (1234)

OK

Cancel

READ MACHINE ID

USER ID = SUPER-USER ? — Y → SUPER-USER DEFAULTS IN OTHER FIELDS

N

ACCOUNT = SUPER-ACCOUNT ? — Y → SUPER-ACCOUNTS DEFAULTS IN OTHER FIELDS

N

USE REQUIRED CODES

TO BILLING PROGRAM

FIG. 4